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<b>Job Title</b>	Career Readiness Specialist
<b>PVN ID</b>	LA-2107-004112
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Career and Technical Education Assistance Center
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$50,000.00 - \$55,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 23, 2021 (Or Until Filled)

## General Description

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Under the supervision of the senior director of the Career and Technical Education Assistance Center (CTEA Center), the career readiness specialist is responsible for providing job readiness services to students enrolled in Career and Technical Education programs. The career readiness specialist primarily serves Adult and Continuing Education (ACE) Career and Technical Education (CTE) programs and is responsible for developing and implementing a career services plan for students enrolled in CTE courses. Key elements of the career services plan are: (1) assisting students individually with job readiness services including resume development and interview skills, job search strategy, and connections to internship and employment opportunities; (2) facilitating sector and/or occupation specific job readiness workshops to small groups and/or full cohorts of students; (3) working with CTE program administrators and CTEA Center staff to ensure students are receiving career readiness services as requested and agreed upon for each ACE CTE program.

- Conduct individual/group consultations for students enrolled in, and alumni of ACE CTE courses
- Develop and facilitate innovative workshops, and manage, develop, and advertise the opportunities and related career services available through the CTEA Center
- Assist students with job readiness services/workshops and internship/employment search strategies
- Participate in team meetings with ACE CTE program teams and coordinate with CTEA Center staff to ensure grant funded CTE students are supported with career services as agreed upon with the training program
- Work with CTEA Center employment and outreach staff to ensure qualified students are referred to job opportunities in a timely manner; assist with candidate identification, referral advocacy, and record activities in database
- Coordinate career readiness events both in person and virtually to include industry led experiential learning activities.
- Record all activity with students and external stakeholders in student information system and other databases as needed
- Oversee the maintenance of accurate records of student information and work closely with CTEA Center contract administration aide to ensure this
- Assist ACE CTE programs and business service units with student selection process where applicable, to

include assessments and interviews

- Assist in the development of surveys and analyze trends in quantitative and qualitative feedback and/or data in order to identify opportunities for improvement.

## Other Duties

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## Qualifications

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Bachelor's degree with two years of experience in a business or career office setting. Strong organization, written, and oral communication skills, demonstrated ability to oversee multiple tasks with attention to detail, a motivated/enthusiastic work style, and the ability to work in a fast-paced environment with a broad range of internal and external constituents. Training and development experience a plus.